



Applications are Invited for the Position of Editor-in-Chief For the *Journal of Forensic Nursing*

Overview of the Position

The *Journal of Forensic Nursing*, the official journal of the International Association of Forensic Nurses, is a groundbreaking publication that addresses healthcare issues that transcend health and legal systems by articulating nursing's response to violence. The journal is a quarterly peer-reviewed publication that features empirical studies, review and theoretical articles, methodological and concept papers, case reports and letters to the editor, that address the provision of care to victims and perpetrators of violence, trauma, and abuse.

The Editor-in-Chief is responsible for providing the vision, energy, leadership, development and implementation of criteria for journal content, direction, peer review process, strategic plan, and journal policies to ensure a professional, relevant publication that is aligned with the philosophy and goals of the International Association of Forensic Nurses (IAFN). The relationship between the International Association of Forensic Nurses and the *Journal of Forensic Nursing*, however, is based on editorial independence.

Eligibility Requirements

- Member in good standing of the International Association of Forensic Nurses
- Knowledge of, and expertise relevant to clinical practice, education, administration, research, and/or policy development relevant to forensic nursing.

Desirable Qualifications

- Educational preparation at the doctoral level (preferred) in a relevant field of study
- Demonstrated understanding of the International Association of Forensic Nurses structure, function, mission, objectives and long-range strategic plans.
- Demonstrated expertise in all aspects of the publishing process including authorship and manuscript review in leading peer-reviewed nursing and healthcare journals.
- Track record of conducting and publishing research and scholarly work.
- Solid editorial and peer review expertise.

- Experience with online manuscript submission websites (desirable); must have willingness to learn Editorial Manager system.
- Evidence of project management skills.
- Demonstrated leadership skills, including delegation and conflict management.
- Established relationships with nursing and healthcare leaders and institutions nationally and internationally.
- Professional visibility in forensic nursing.
- Strong organizational and communication skills.
- Ability to meet deadlines.

Expectations

- Develops and implements a targeted editorial plan to identify and actively recruit authors to submit manuscripts on topics of interest to forensic nurses in practice, education, research, administration and policy development.
- Implements strategies to increase the number of high-quality submissions, usage, citations, and other measures of success (e.g. Impact Factor).
- Oversees the Editorial Board comprised of national/international renowned scholars and the panel of distinguished peer reviewers.
- Abides by the Committee on Publication Ethics (COPE) *Core Practices* <https://publicationethics.org/core-practices> and *Ethical Guidelines for Peer Reviewers* https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers-v2_0.pdf
- Adheres to the production schedules and deadlines established by the Publisher.
- Adheres to the annual page limit set for the journal.
- Sets the agenda for the annual Editorial Board Meeting held in conjunction with the IAFN's International Conference on Forensic Nursing Science and Practice.
- Provides an annual report to the IAFN Board and CEO addressing the numbers of manuscripts received, manuscript decisions, publisher's report, and a review of the journal's topical map.
- Calls additional board meetings as warranted (generally 2 additional virtual meetings (e.g. January and May)).
- Participates in professional continuing education as appropriate.
- Encourages submissions and solicits manuscripts for review for publication.
- Writes introductory pieces and editorials and solicits guest editors.
- Seeks the views of authors, readers, reviewers and editorial board members about ways of improving journal processes.
- Submits periodic reports as requested by the IAFN Board of Directors.
- The Editor-in-Chief shall not engage in any editorial activities that are in conflict with the policies of the International Association of Forensic Nurses, nor perform services for organizations or associations that are deemed direct competitors to the *Journal of Forensic Nursing*.

Major Responsibilities/Job Duties

- Solicits, in consultation with other Editorial Board members an adequate number of acceptable manuscripts to ensure that there is sufficient editorial content available for each issue of the *Journal of Forensic Nursing* to meet established production schedules and deadlines.
- Implements high-quality and efficient peer review processes and strategies to reduce academic misconduct, and supports initiatives to promote publication ethics.
- Conducts preliminary reviews of all manuscripts received to determine whether they are appropriate for review by members of the Editorial Board and/or Manuscript Review Panel. Those considered appropriate shall be assigned for review in accordance with established editorial policies. Manages the manuscript acquisition and peer review process and appoints and directs the activities of the editorial board and peer-review panel.
- Works with reviewers and authors to ensure each manuscript is reviewed and revised until ready for publication (or rejected).
- Coordinates all correspondence with authors, including letters of acceptance and rejection.
- Copy edits all accepted manuscripts to assure their technical, methodological, and clinical accuracy prior to their submission to the production editor for publication.
- Selects the Nursing Continuing Professional Development Article, according to the schedule set by the publisher, and reviews and approves the test questions. Lippincott Professional Development, an accredited provider of nursing professional development, will award continuing education contact hours upon successful completion of the test.
- Submits complete editorial materials, through Editorial Manager, to the Publisher according to established productions schedule.
- Reviews all galleys and page proofs and submits necessary corrections as per the production schedule set by the Senior Production Editor.
- Oversees subcommittees of the Editorial Board (e.g. Articles of the Year awards, Editorial Board and Peer Review Panel Search Committees).
- Maintains current knowledge of scientific publishing practices, journalistic excellence, and contemporary publishing trends, through engaging in professional education offered via the Publisher, membership in the International Academy of Nursing Editors, and attending their annual conference and meeting.

Term of Office

- The Editor-in-Chief position is under contract with the International Association of Forensic Nurses, and reports to the Chief Executive Officer.
- The Term of Office is ongoing, subject to optimal performance evaluation.
- Transition to a new Editor-in-Chief, if so desired by incumbent or the International Association of Forensic Nurses, shall allow for sufficient time to recruit and orient a new Editor-in-Chief.

- In the event that the incumbent wishes to end their appointment, a notice of 180 days must be given to the Chief Executive Officer/International Association of Forensic Nurses

Application Process

In addition to the organizational requirements, individuals interested in the Editor-in-Chief position should submit their curriculum vitae, a cover letter outlining their interest and qualifications, and an editorial statement of 1000 words or less summarizing their views on: 1) the future of forensic nursing scholarship and practice; and 2) how, under their leadership, the *Journal of Forensic Nursing* will continue to be a groundbreaking publication and source of information for forensic nurses globally. **Applications will only be accepted by submitting all required application documents through the questionnaire [here](#).** Any questions regarding submission should be directed to Ana Kitic, Executive Assistant to the Chief Executive Officer, International Association of Forensic Nurses at executiveassistant@iafn.org

Shortlisted candidates will be notified by email regarding next steps in the appointment process.